

W Y O M I N G CAREERS®



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Wyoming Department
of Education



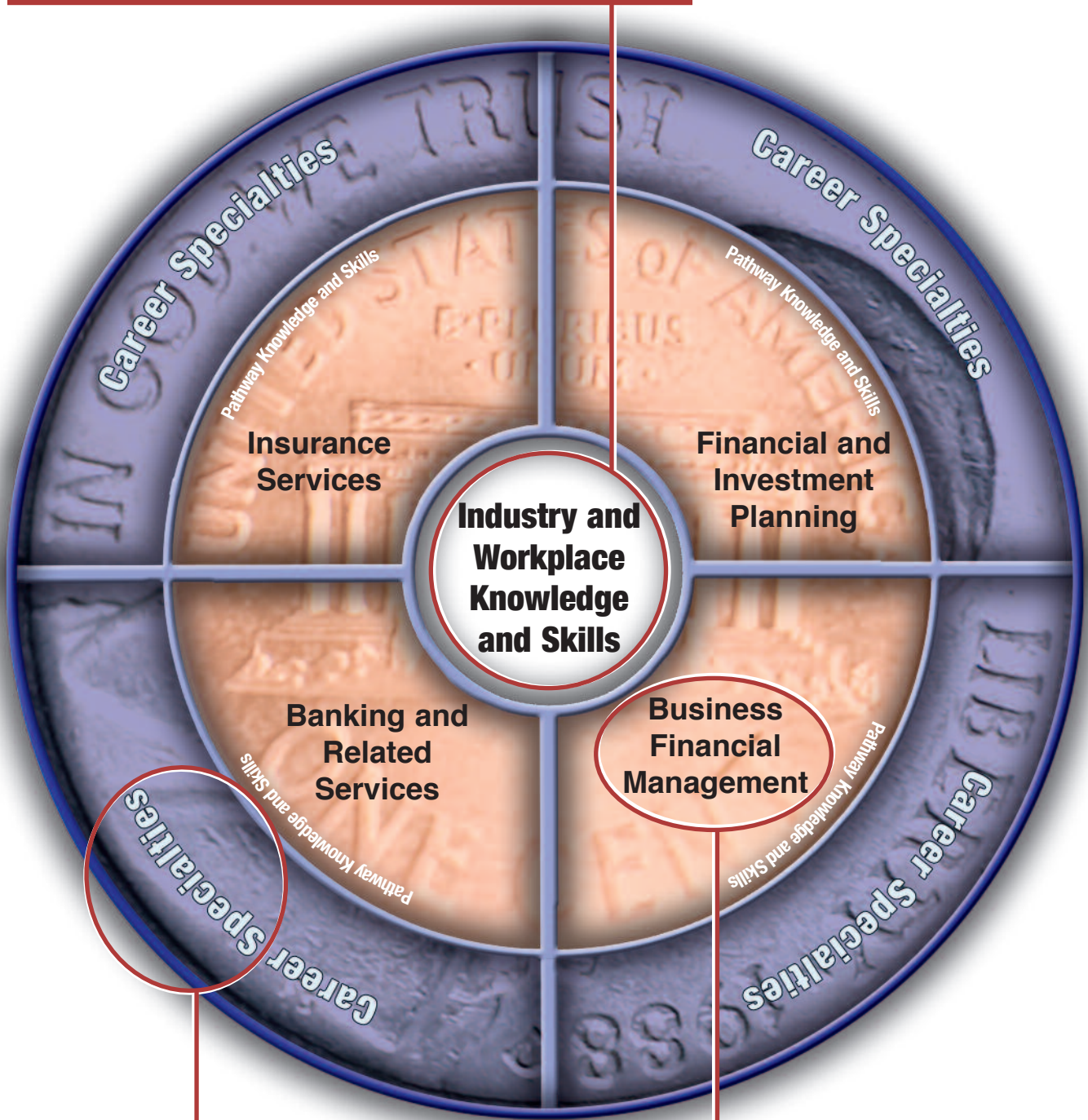
Planning, services for financial and investment planning, banking,
insurance and business financial management.

Career Cluster Guide

2009-2010

CAREER CLUSTER MODEL

Industry and workplace knowledge and skills are taught and reinforced in all pathways and at all levels.



Highly specific career specialty skills are taught at the postsecondary level by colleges, trade schools, apprenticeships or other training options.

High schools offer some or all pathways to students and teach pathway-specific knowledge and skills.

PATHWAY

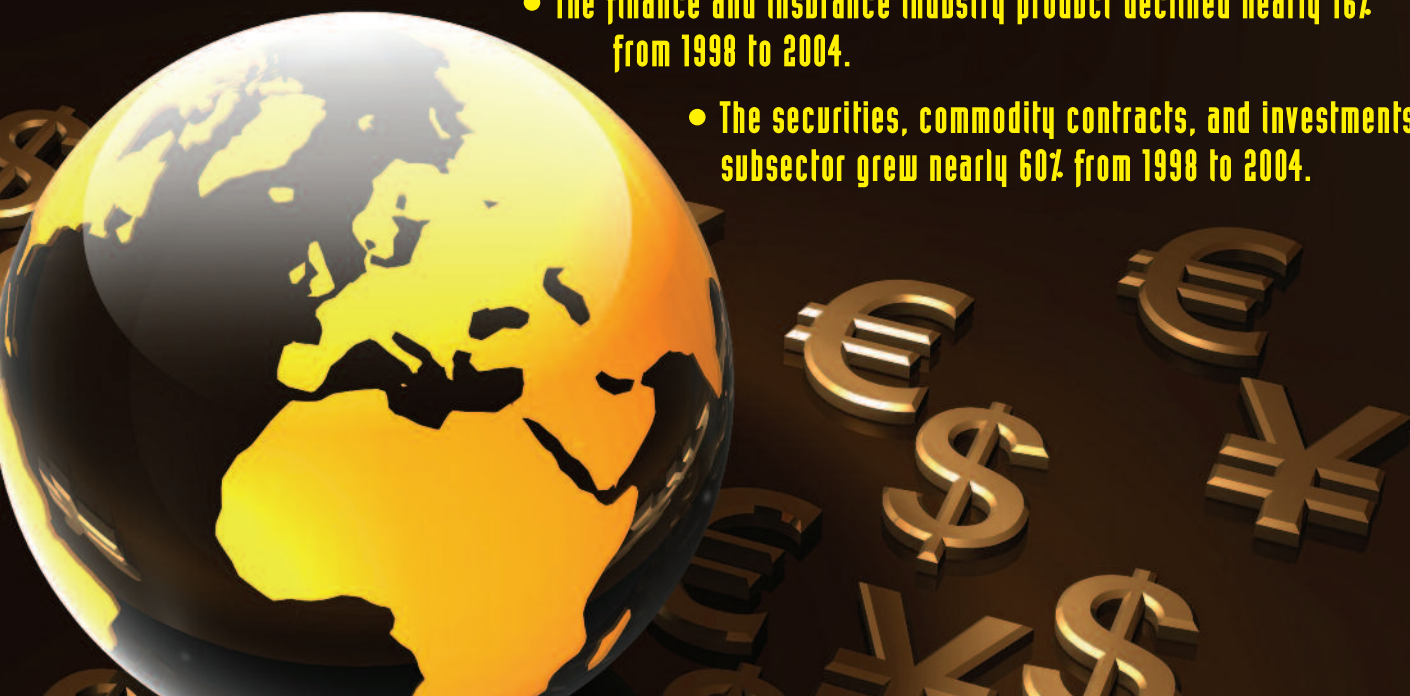
SPECIFIC OCCUPATIONS

Financial and Investment Planning	<ul style="list-style-type: none"> • Personal Financial Advisors • Tax Preparation Personnel • Sales Agents, Securities, Commodities • Investment Advisors • Brokerage Clerks (Assistants) • Development Officers 	
Business Financial Management	<ul style="list-style-type: none"> • Accountants • Financial Analysts • Treasurers, Controllers and Chief Revenue Agents • Auditors • Economists 	<ul style="list-style-type: none"> • Tax Examiners • Collectors • Revenue Agents
Banking and Related Services	<ul style="list-style-type: none"> • Credit Analysts • Loan Officers • Bill and Account Collectors • Tellers • Loan Processors • Customer Service Representatives • Data Processors • Accounting Personnel • Internal Auditors 	<ul style="list-style-type: none"> • Compliance Officers • Title Researchers and Examiners • Abstractors • Credit Report Providers • Repossession Agents • Network Services • Operations Managers • Debt Counselors
Insurance Services	<ul style="list-style-type: none"> • Claims Agents, Examiners, and Investigators • Claims Clerks • Insurance Appraisers • Underwriters • Actuaries • Sales Agents • Customer Service Agents • Processing Clerks • Direct Marketing Personnel 	

• The finance and insurance sector represents 2.95% of Wyoming's product.

• The finance and insurance industry product declined nearly 16% from 1998 to 2004.

• The securities, commodity contracts, and investments subsector grew nearly 60% from 1998 to 2004.



Wyoming's Highest-Paying, Fastest-Growing Jobs

Title	Basic Description O*NET/SOC Description (may be truncated)	Anticipated Total 2014 Employment
Source: See footnote #1	Source: See footnote #1	Source: See footnote #1
Accountants and auditors	Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements.	2,188
Bill and account collectors	Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment.	724
Billing and posting clerks and machine operators	Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes.	736
Bookkeeping, accounting, and auditing clerks	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.	6,007
Cost estimators	Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service.	382
Financial managers	Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.	931
Loan officers	Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans.	713
Payroll and timekeeping clerks	Compile and post employee time and payroll data.	512
Personal financial advisors	Advise clients on financial plans utilizing knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate.	175
Securities, commodities, and financial services sales agents	Buy and sell securities in investment and trading firms, or call upon businesses and individuals to sell financial services.	295
Tellers	Receive and pay out money. Keep records of money and negotiable instruments involved in a financial institution's various transactions.	1,268

1. Source: doe.state.wy.us/lmi
2. Source: www.careerinfo.net/org



For additional information
and resources, go to:
[http://www.wyomingworkforce.org/resources/
links_career.aspx](http://www.wyomingworkforce.org/resources/links_career.aspx)

Finance

Wyoming Number of New Jobs, Projected 2004-2014	Wyoming Estimated Hourly Average Wage	Wyoming Estimated Yearly Wage	Most Common Education/ Training	Suggested Programs of Study	Is at least one of these programs available in Wyoming?
Source: See footnote #1	Source: See footnote #1	Source: See footnote #1	Source: See footnote #2	Source: See footnote #2	
514	\$26.59	\$55,309	Bachelor's degree	<ul style="list-style-type: none"> Accounting Auditing Taxation 	Yes
173	\$14.04	\$29,212	Short-term on-the-job training	<ul style="list-style-type: none"> Banking and Financial Support Services 	Yes
70	\$13.39	\$27,834	Moderate-term on-the-job training	<ul style="list-style-type: none"> Accounting Technology and Bookkeeping 	Yes
955	\$14.08	\$29,292	Moderate-term on-the-job training	<ul style="list-style-type: none"> Accounting Technology and Bookkeeping Accounting and Related Services 	Yes
135	\$25.49	\$53,014	Bachelor's degree	<ul style="list-style-type: none"> Business Administration and Management Construction Engineering Construction Engineering Technology Materials Engineering 	Yes
198	\$39.58	\$82,315	Bachelor's or higher degree, plus work experience	<ul style="list-style-type: none"> Accounting and Business/Management Accounting and Finance Credit Management Finance and Financial Management Services Finance International Finance Public Finance 	Yes
118	\$24.44	\$50,828	Bachelor's degree	<ul style="list-style-type: none"> Credit Management Finance 	Yes
138	\$14.95	\$31,102	Moderate-term on-the-job training	<ul style="list-style-type: none"> Accounting Technology and Bookkeeping 	Yes
46	\$46.54	\$96,804	Bachelor's degree	<ul style="list-style-type: none"> Finance Financial Planning and Services 	Yes
55	\$32.17	\$66,909	Bachelor's degree	<ul style="list-style-type: none"> Business and Personal/Financial Services Marketing Operations Financial Planning and Services Investments and Securities 	Yes
196	\$10.45	\$21,749	Short-term on-the-job training	<ul style="list-style-type: none"> Banking and Financial Support Services 	Yes

Wyoming Licensed Occupations

Board of CPAs 2020 Carey Avenue, Suite 100 Cheyenne, Wyoming 82002-0610
Wyoming Certified Real Estate Appraiser Board 2020 Carey Avenue, Suite 100 Cheyenne, Wyoming 82002
Wyoming Insurance Department Herschler Building, Third Floor East 122 West 25th Street • Cheyenne, Wyoming 82002
Wyoming Real Estate Commission 2020 Carey Avenue, Suite 100 Cheyenne, Wyoming 82002-0180
Wyoming Insurance Department Herschler Building 122 West 25th Street • Cheyenne, Wyoming 82002
Securities Division Wyoming Secretary of State Capitol Building, Rm 109 • Cheyenne, Wyoming 82002-0020

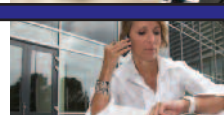
Accountants, Certified Public



Appraisers, General



Claims Adjusters



Real Estate Brokers and Salespersons



Insurance Salespeople



Securities, Commodities, and Financial Services Sales Agents



Please go to http://wydoe.state.wy.us/lmi/DIR_LIC/TOC.HTM for complete licensing and training requirements.

PROGRAMS OF STUDY

WYOMING COMMUNITY COLLEGES

FINANCE

Casper College

Central Wyoming College

Eastern Wyoming College

Laramie County
Community College

Northwest College

Northern Wyoming
Community College District

Western Wyoming
Community College

MAJORS

Accounting

Accounting (Award of Completion)

Accounting – Bookkeeping

Accounting – Career

Agricultural Economics

Agriculture Business

Banking

Business Administration

Business Management

Business Office Technology

Career Accounting

Construction Management

Customer Service – Business Environment

Customer Service – Business Skills

Customer Service – Computer Skills

Customer Service – Contact Skills

Customer Service – Specialist

Economics

Economics and Finance

Entrepreneurship

General Office/Clerical Skills

General Studies

General Studies in Business

Paraprofessional Accounting

Professional Bookkeeper

Statistics

AS - Associate of Sciences

AA - Associate of Arts

AAS - Associate of Applied Sciences

AFA - Associate of Fine Art

C - Certificate

AB

AS

AS

AS, AAS

AS

AA, AAS, AS

C

C

AAS

AS

AS, AAS

AS

AS

AS

AA, AS

AB

AS

AAS, AS

AS

AS

AS

AAS

AAS

AAS

AAS, C

AAS, C

AAS, C

AS

C

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AS

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AS

AS

AAS

C

AA

AA, AS

AA, AS

AA, AS

AAS

AAS

C

AS

UNIVERSITY OF WYOMING

COLLEGE OF AGRICULTURE

Bachelor's Master's Doctorate

MAJORS

Agriculture Business

Agriculture Economics



COLLEGE OF ARTS AND SCIENCES

MAJORS

Math

Planning – Community and Regional

Public Administration

Statistics



COLLEGE OF BUSINESS

MAJORS

Accounting

Business Administration

Business Economics

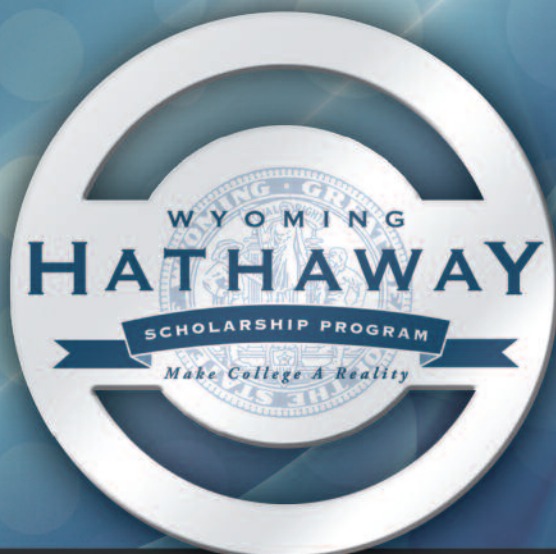
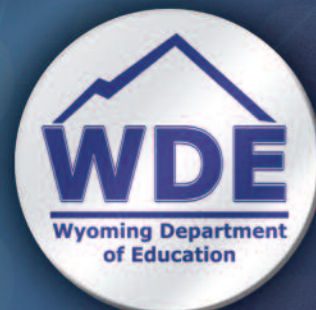
Economics

Finance



Degree: An award conferred by a college or university signifying that the recipient has satisfactorily completed a defined academic or vocational-technical program of study: Associate of Arts, Associate of Science, Associate of Applied Science, Bachelor of Arts, or Bachelor of Science.

Certificate: An official document issued to a student by a college or university attesting to the training, aptitude and/or qualification gained from the satisfactory completion of a defined program of study. Credit hours vary from 0 to 60 credit hours and are awarded for attendance or specific skills gained. (Attendance requirements vary from one hour to two years of study, depending upon program requirements.)



Notice

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Future versions of the Wyoming Career Cluster Guides and accompanying Planning Guide may be modified in terms of content and format based upon user input. Please direct all suggestions and inquiries in writing to:

Career Cluster Coordinator
Wyoming Department of Education
2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050



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States' Career Clusters Initiative 2006
www.careerclusters.org